

MARYLAND DEPARTMENT OF JUVENILE JUSTICE



SECRETARY'S DIRECTIVE

OPI: Office of Communications
NUMBER: SD D1126-01-02
EFFECTIVE DATE: 12/03/01
SUBJECT: Legislative Session Policy

(Page 1 of 3)

1. **PURPOSE AND SCOPE.** The Department of Juvenile Justice (DJJ) Secretary establishes this Legislative Session Policy Directive to set forth a standard process that DJJ shall use to respond to legislative proposals introduced during the legislative session of the Maryland General Assembly.

As a Department of the Executive Branch of Government, the Maryland Department of Juvenile Justice is required to coordinate its position on proposed legislation directly with the Governor's Legislative Office. Because of the number of proposals introduced each session, and the potential for conflict between departments on any one proposal, a formal process has been established within the Executive Branch to coordinate and approve all positions of the various State departments and agencies.

2. **POLICY.** It is the Department of Juvenile Justice policy that DJJ personnel and any program staff operating under the authority of the Secretary shall follow the procedures established by the Governor's Legislative Office to ensure that the position of this Department on all proposed legislation has been properly reviewed and officially approved before it is released.

3. **PROGRAM OBJECTIVES.** The expected results of this policy are that DJJ:
 - a. Provide legislative responses consistent with its Mission, Vision, and Core Values;
 - b. Provide legislative responses that have been reviewed and approved by the Secretary;
 - c. Provide legislative responses consistent with a formal process established within the Executive Branch.

4. **AUTHORITY.**

Annotated Code of Maryland, Article 83C, §§ 2-102; 2-104;

5. **DEFINITIONS.** For the purposes of this directive:

- a. *Department* means the Department of Juvenile Justice.
- b. *Secretary* means the Secretary of the Department of Juvenile Justice.

6. ACTION REQUIRED.

a. Responsibility

- (1) All DJJ employees and program staff under the authority of the Secretary who are requested to appear before any committee, submit written testimony, or meet with any member of the General Assembly as an official representative of the Department of Juvenile Justice shall advise the DJJ Legislative Liaison as directed by the Secretary.
- (2) All DJJ employees and program staff under the authority of the Secretary who receive an inquiry from a legislator that requires a written reply shall submit a draft response to the DJJ Legislative Liaison within twenty-four (24) hours of the inquiry and before the information is sent to the requestor.
- (3) All DJJ employees and program staff under the authority of the Secretary who may be asked to review legislation which may have impact on their respective area(s) of responsibility shall view a request as priority and produce a response within forty-eight (48) hours of the request unless extended by the DJJ Legislative Liaison.
- (4) All DJJ employees and program staff under the authority of the Secretary shall comply with the detailed legislative procedures identifying the specific manner in which the DJJ Legislative Liaison will coordinate receipt and distribution of legislative information.
- (5) The Director/Designee for the Office of Communications shall issue an annual memo, prior to each Maryland General Assembly, that provides specific instruction and assistance to the DJJ Executive Staff as appropriate. The memo shall address:
 - (i) The name and contact information of the DJJ staff who is designated to serve as the Department's Legislative Liaison and Legislative Coordinator during the Legislative Session;
 - (ii) The requirements of the DJJ Legislative Liaison and Legislative Coordinator for having a presence in Annapolis and to attend hearings of interest to the Department;
 - (iii) The primary role of the Legislative Liaison and Legislative Coordinator;
 - (iv) The procedure for notifying individuals who have been designated to provide testimony on a particular bill;
 - (v) The cycle for holding DJJ in-house legislative meetings with dates and time frames;
 - (vi) The place where DJJ staff will be able to find and review bills of interest to the Department;
 - (vii) The method that will be used to receive and submit hard copies of

- relevant bill and legislative responses;
- (viii) The method and person to direct questions to concerning how to gain access to bills and related documentation; and
- (ix) The relevant telephone numbers, addresses and other pertinent information specific to each Maryland General Assembly Session.

7. EFFECTIVE DATE.

This directive is effective on 12/03/01 and shall remain in effect until rescinded by the Secretary.

8. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded
01-11 The 2001 Legislative Session (January 10, 2001)
001 - The 2000 Legislative Session (January 12, 2000)
- b. Directives/Policies Referenced
(None)

9. FAILURE TO COMPLY.

Failure to obey a Secretary's Directive and/or policy issued with this document shall be grounds for disciplinary action up to and including termination of employment.



Bishop L. Robinson
Secretary

Appendixes- 1

- 1. Legislative Referral Form

LEGISLATIVE REFERRAL FORM
OFFICE OF COMMUNICATIONS

To:

From: Lee Towers, *Director*
OFFICE OF COMMUNICATIONS

Date: _____ / _____ / _____

Re: ☐ Senate Bill _____ ☐ House Bill _____
 ☐ Senate Joint Resolution _____ ☐ House Joint Resolution _____
 ☐ Fiscal Note for HB/SB _____ ☐ Other _____

Please find attached proposed legislation which may impact your area of responsibility. Kindly review this Legislation and any attachments and indicate your recommendation for the Department's position by checking one of the following:

☐ **NO POSITION**
☐ **SUPPORT**

☐ **OPPOSE**
☐ **AMEND**

Explain your above recommendation for the Department's position with examples, statistics, etc., when applicable, and check below how you recommend that this position be communicated to the Maryland General Assembly:

☐ **WRITTEN MEMORANDUM (i.e. Position Paper)**

☐ **TESTIMONY, BY** _____

Please complete and attach your comments to this **original form** and hand-deliver to the OFFICE OF COMMUNICATIONS* headquarters office 5 th Floor, 120 West Fayette Street, Baltimore, Maryland 21201 **as soon as possible, but no later than 48 hours of receipt.**

☐ Attachments